User Guide - Smartstore G3

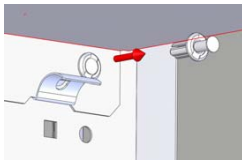
The following guide shows the steps for using your cabinet for the first time.

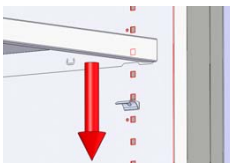
GETTING STARTED

1. Unlock the cabinet
- The door key is secured in one of the door handles using black tape.
- Retrieve the key, insert into lock and turn anti-clockwise to unlock tambour doors.
- The tambour doors will now recede into the sides of the cabinet.

2. Prepare for use
- Remove any tape that has been used to secure accessories for transit.
- Locate the front to back file channels in the file frames and deep drawers if storing suspension files front to back in these accessories.
- Locate the front to back dividers in the data drawer units to desired positions.
- Check the accessories on runners move in and out of the cabinet correctly.

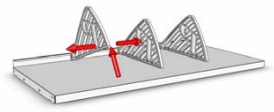
3. Adjusting shelves
- Remove the white nylon transportation restraining clip from either end of the shelf by, firstly, using the flat head screw driver to lift out the centre push pin within the clip, then removing the clip body away from the shelf.
- Lift the shelf off the shelf clips and remove from cabinet. This may need to be done at an angle to avoid contact with adjacent shelves or accessories

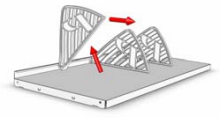




- Reposition the four shelf clips by lifting each one away from the cabinet's internal side panel and relocating to the new desired location. Care is required that all clips are horizontally aligned to ensure relocated shelf will be seated level.
- Reposition shelf by positioning over correctly inserted clips and pushing firmly downwards to ensure correct location into clip profile.
- The white nylon restraining clip can be re-inserted, if required, by closing the four 'legs' of the clip body with your fingers and inserting through the aligned hole in the shelf side fold into the Smartstore side panel. Insert the centre push pin.

4. Adjusting shelf dividers
- Change the position on the shelf by slightly lifting the front edge of each divider until the rear locating profile can be moved side to side. Reposition the divider to desired location and push the front edge back down towards the shelf, locking it into position.
- Dividers can be removed completely from the shelves by lifting the front edge of the divider up vertically until the rear locating profile comes away from the back edge of the shelf. (See Above Right).





5. Adjusting Accessories
- Instructions for adjusting other Smartstore Generation 2 accessories are available within the full Smartstore Generation 2 user manual. Please contact Precision for a copy on 0800 800 059 or service@precisionworkspace.co.nz.

6. Freestanding units
- As building floors can 'settle' under load, check shelving units are level and square; re-adjust feet if required. For furniture 1200mm and higher we recommend seismic restraints are utlised.

7. Loading and unloading
- Before loading your cabinet please ensure the cabinet is sitting level and, if required, adjust feet through base shelf using a 5mm hexagonal key.
- Never climb the shelves or onto the top of the cabinet. To gain access to upper levels suitable equipment should be used, such as steps
- It is better to evenly load the shelving and accessories, starting with heavier items on the lower shelves and lighter items on upper levels. This lowers the centre of gravity of a loaded unit and improves stability. Never place items on top of a unit
- Never overload the shelving and accessories. Shelves and accessories are limited to uniformly distributed loads of 50kgs for the shelves and 40kgs for the accessories

8. Moving Smartstore cabinets
- If relocating the unit all contents must be taken out first, starting with the items at the top of the unit. For removal of shelves and accessories please refer to the full user manual. Cabinets should always be lifted (2 people) or moved with a hand trolley, never drag the unit across the floor.
- G3 cabinets have the option of castors in some sizes making relocating the unit easy. When not being relocated it is recommended the lock on the castors be engaged to prevent unforeseen movement.

9. Transport
- It is best to transport furniture in it's upright position. Laying cabinets on the backs or sides can result in dents and scratches to panels but also dislodge internal components/mechanisms.

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